Textura StarBuilder Integration Manual

Version 2.0

April 22, 2008

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1 Overview

Description

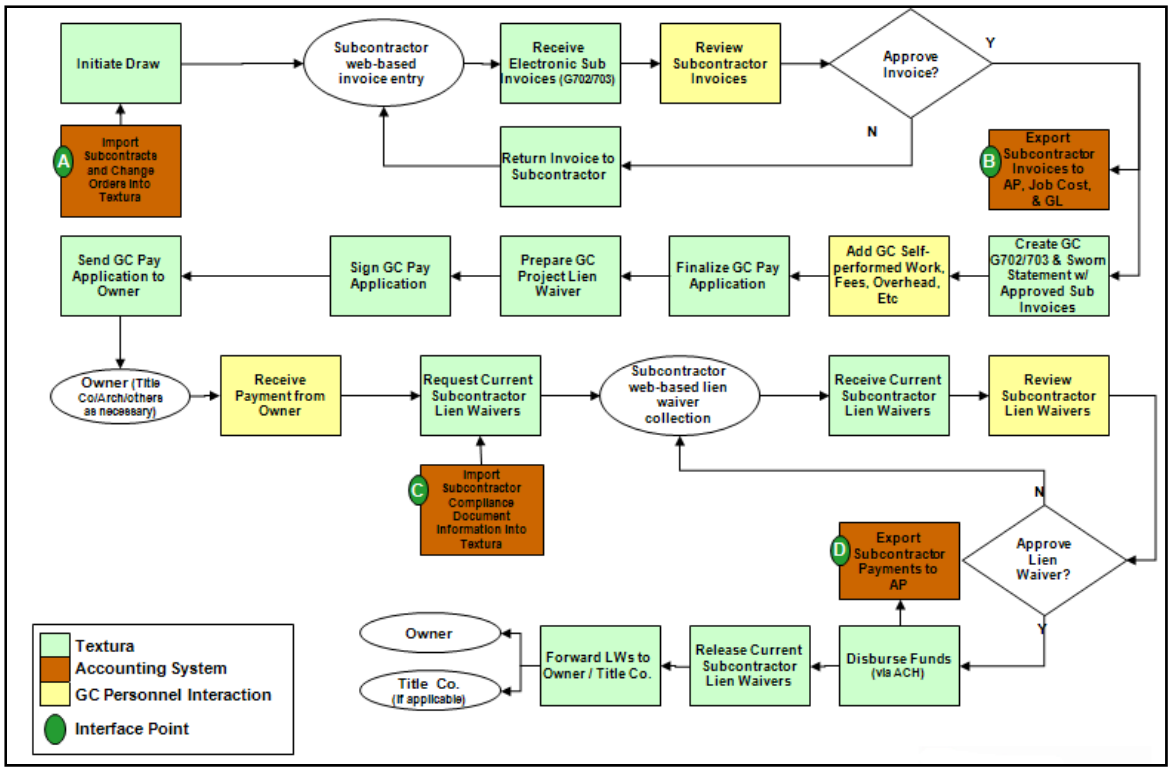
This manual is a guide for setting up the interface between Textura and StarBuilder and processing the related workflow in StarBuilder. It is not intended to be a complete guide for StarBuilder. For more information regarding StarBuilder, see the StarBuilder documentation.

Textura – StarBuilder Workflow

Integrate Textura's services with StarBuilder to optimize your payment process. The most common interface points are:

- **Subcontracts:** Export subcontracts and associated Change Orders from StarBuilder to Textura.
- **Legal document validation**: Export required legal document data from StarBuilder to Textura.
- **Invoice entry:** Export a file containing the subcontractor invoice information for a draw and import the invoice details into the StarBuilder accounting system.
- **Payment entry:** Import subcontractor/vendor payouts in StarBuilder.

I. Textura Billing Process



Textura LLC, Confidential

A. Subcontracts/Subcontract Change Orders

Enter Subcontracts in StarBuilder and export them to Textura. Subcontracts can have multiple item distributions between extras, cost codes, and categories.

Enter approved subcontract change orders in StarBuilder and export them to Textura. Export all approved change orders to Textura. Textura will accept all new change orders and reject duplicate or previously exported change orders. Pending change orders will not be exported to Textura.

B. Subcontractor Invoices

Vendors/subcontractors will enter invoices in Textura. After approved by the general contractor in Textura, invoices are imported into StarBuilder. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) will be rejected by StarBuilder.

C. Compliance/Legal Documents

Insurance effective dates, expiration dates, and policy numbers for legal and compliance requirements may be exported from StarBuilder to Textura.

D. Payments

Payments are authorized and disbursed in Textura. Funds MUST be disbursed for payment before they are available to export.

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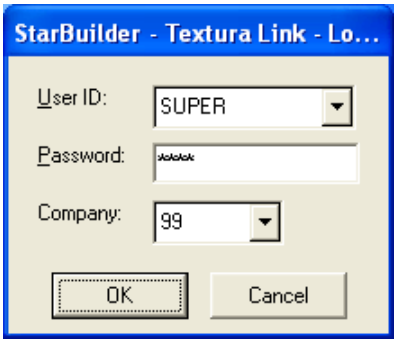
2 StarBuilder- Textura Link v1.0

Introduction

The StarBuilder-Textura link allows information to pass between the two systems.. This is also available from the StarBuilder main menu.

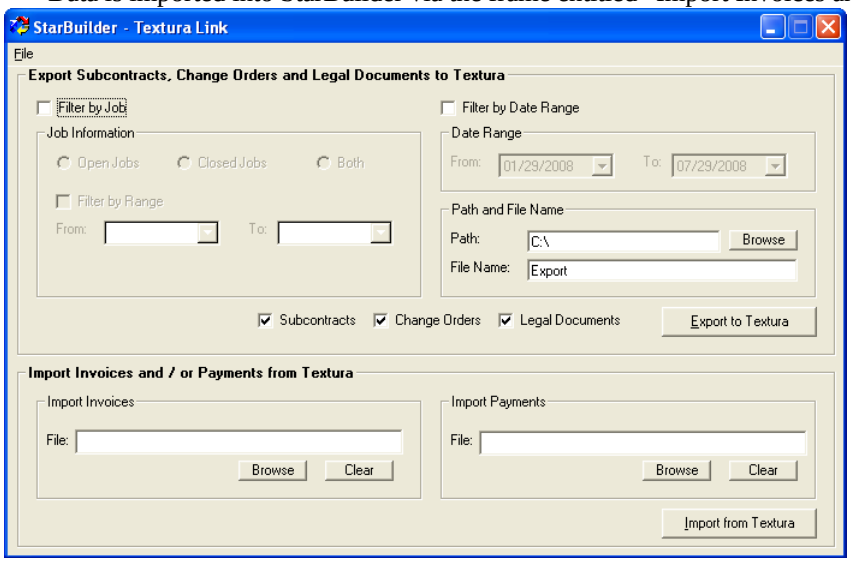
A. Login Window

- Log into the program using the same User ID and Password used to log into StarBuilder.
- *Click* the drop downs in the User ID and Company Code fields to view a list of available values.



B. Main Program Window

- Export and Import data from the Main Program window.
- Data is exported from StarBuilder via the frame entitled “Export Subcontracts, Change Orders and Legal Documents to Textura”
- Data is imported into StarBuilder via the frame entitled “Import Invoices and / or Payments from Textura”.



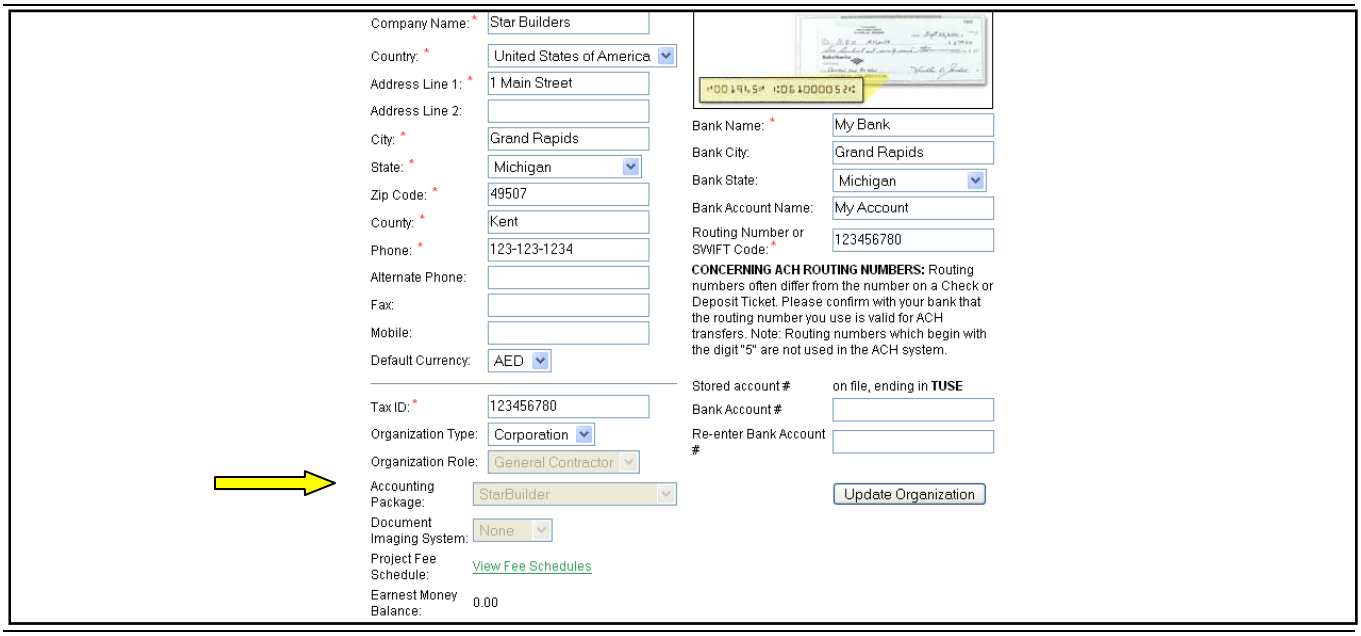
3 Identifying your Accounting Package in Textura

Setting up your Accounting Package

The **Textura Administrator** must identify the Accounting Package (interface) that is used when the Organization set up in Textura.

When an Organization is invited to join a project on Textura, the **Edit Organization** link is displayed on the main home page. *Click* this link.

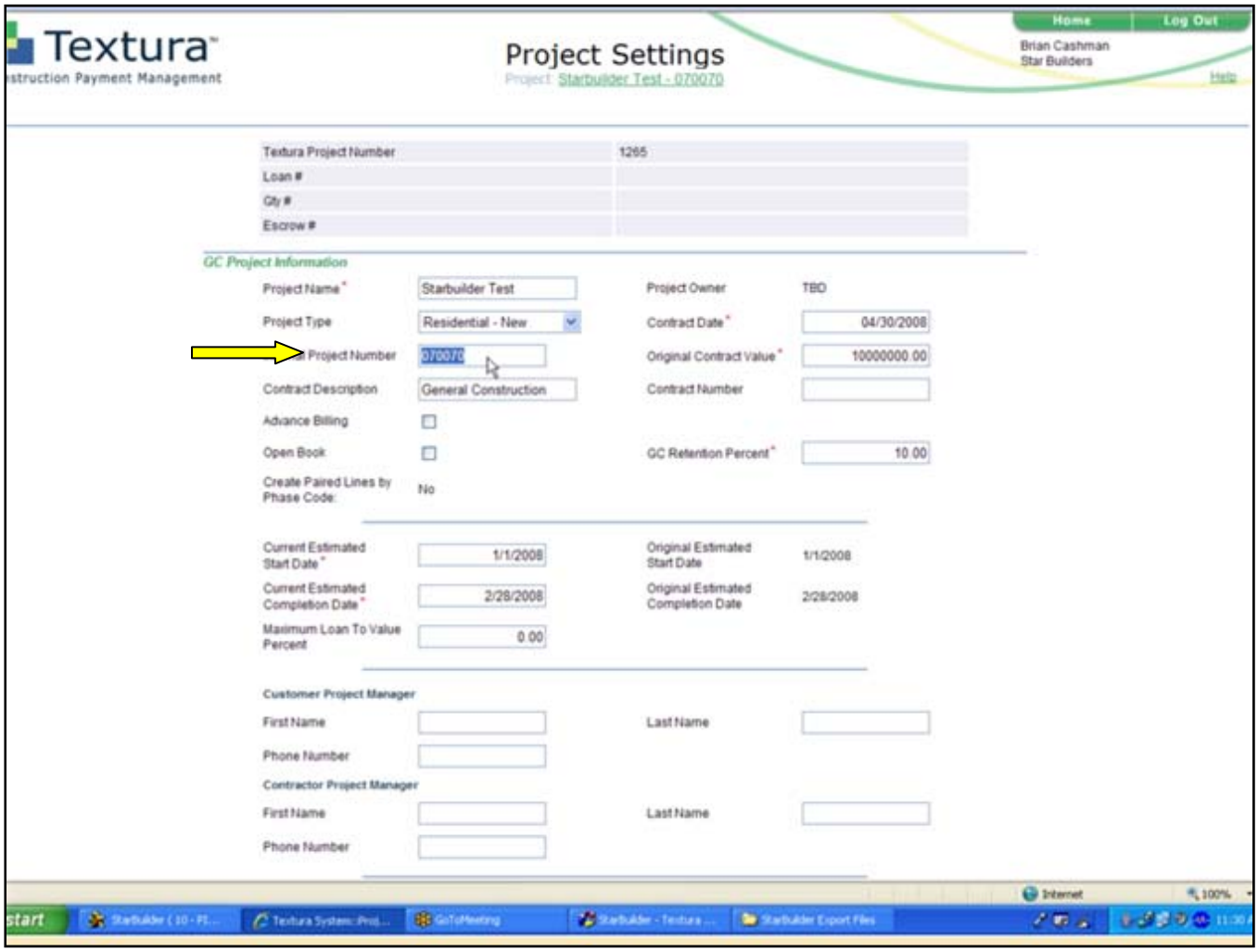
The system displays the Edit Organization page.


Company Name: * Star Builders
Country: * United States of America
Address Line 1: * 1 Main Street
Address Line 2:
City: * Grand Rapids
State: * Michigan
Zip Code: * 49507
County: * Kent
Phone: * 123-123-1234
Alternate Phone:
Fax:
Mobile:
Default Currency: AED
Tax ID: * 123456780
Organization Type: Corporation
Organization Role: General Contractor
Accounting Package: StarBuilder
Document Imaging System: None
Project Fee Schedule: View Fee Schedules
Earnest Money Balance: 0.00
Bank Name: * My Bank
Bank City: Grand Rapids
Bank State: Michigan
Bank Account Name: My Account
Routing Number or SWIFT Code: * 123456780
CONCERNING ACH ROUTING NUMBERS: Routing numbers often differ from the number on a Check or Deposit Ticket. Please confirm with your bank that the routing number you use is valid for ACH transfers. Note: Routing numbers which begin with the digit "5" are not used in the ACH system.
Stored account # on file, ending in TUSE
Bank Account #
Re-enter Bank Account #
Update Organization

Verify the correct accounting package is selected.

If your Accounting Package is not set up when you edit your organization, contact your Textura System Administrator and they will be able to identify your Accounting Package.

When you set up your Project Settings, type your StarBuilder job number in the Internal Project Number field. These fields must match between systems in order for the interface to work properly, as Internal Project Number is one of the unique identifiers for the interface.



4 Export Information from StarBuilder

Introduction

Subcontracts and subcontract change orders may be entered in StarBuilder and exported to Textura. Textura will accept all subcontracts new to Textura. If a subcontract is updated in StarBuilder and currently incomplete in Textura, the subcontract will be updated if included in the export file. If the subcontract is already "complete" in Textura, the record will be rejected as a duplicate if it is included in the export file.

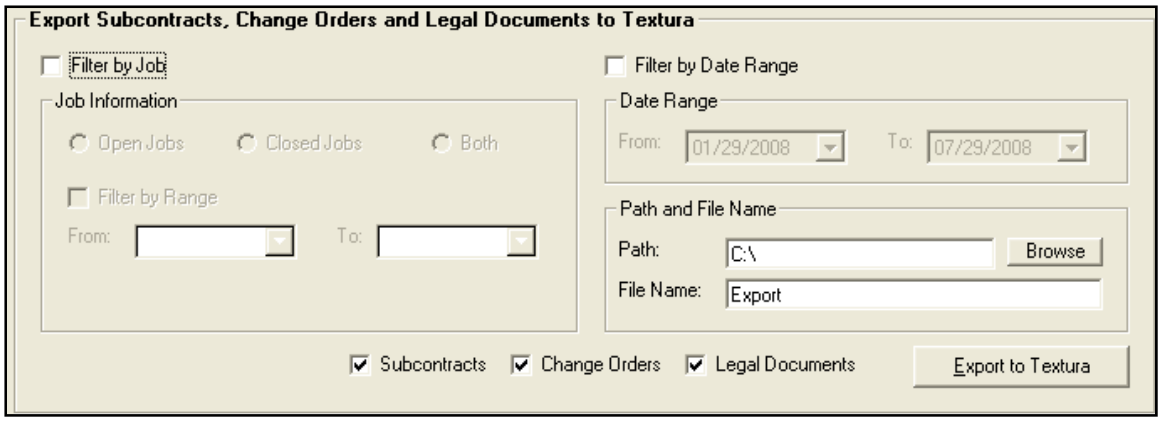
StarBuilder will export only approved change orders. Duplicates will be rejected in Textura.

Subcontract change orders may be linked to owner change orders in StarBuilder, but will not be linked in Textura.

Legal and compliance document requirements may also be exported to Textura.

A. Export Data from StarBuilder to Textura

I. Export data from the Main Program Window:



1.Filter the data to be exported by checking the **Filter by Job** and **Filter by Date Range** boxes.

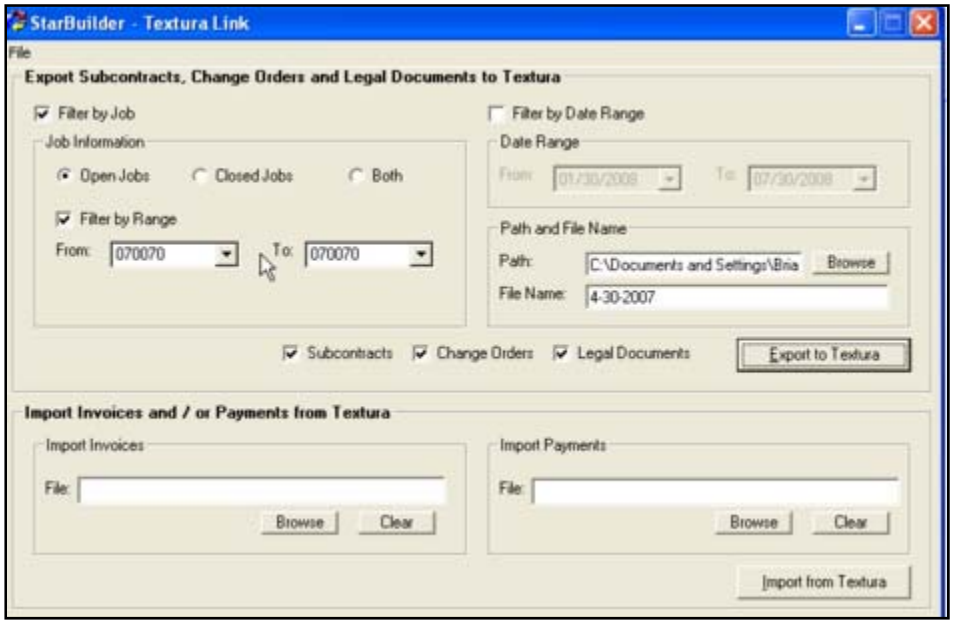
2.When the Filter by Job box is checked, select Open Jobs, Closed Jobs or Both.

3.**Filter by Range** allows data export for an individual job or range of jobs.

4**. Filter by Date Range** allows further filtering for subcontracts that have a **Contract Date** within a certain range.

5. Select the documents to be exported by checking the appropriate boxes (Subcontracts, Change Orders, Legal Doc)

6. Click the **Export to Textura** button.



II. Adjust Export Path and File Names

1. By default all files are exported to the root of the C (My Computer-local disk C)
2. To select a different folder in which to have the files created *click* the "**Browse**" button located in the "**Path and File Name"** name frame, select the new folder and *click* the OK button.
3. If desired, change the file name by adjusting the text in the File Name box.

   For example if you leave the default File Name set to "Export" then the following files will be generated in the folder that has been selected: "Export – Subcontracts.csv", "Export – Change Orders.csv" and "Export – Legal Documents.csv".

   If you were to adjust the file name to "StarBuilder" then the following files would be generated: "StarBuilder – Subcontracts.csv", "StarBuilder – Change Orders.csv" and "StarBuilder – Legal Documents.csv".

B. Import Subcontracts into Textura

Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

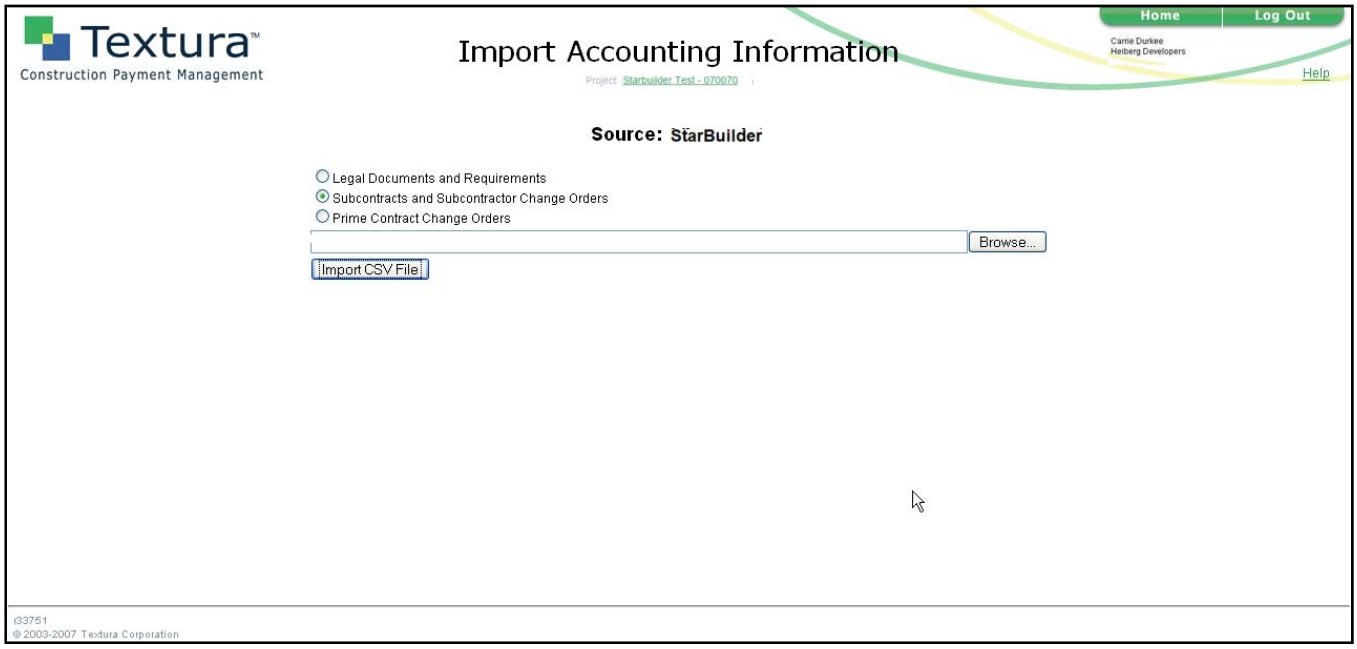
The file that is exported from StarBuilder, and imported into Textura, contains subcontracts.

When Textura receives a subcontract that has already been imported or created, Textura attempts to update the existing subcontract and contract components (as identified by Subcontract Number and Subcontract Vendor Number). If the contract is in an incomplete state, it will be updated, otherwise, it will be rejected as a duplicate.

To import subcontracts into Textura,

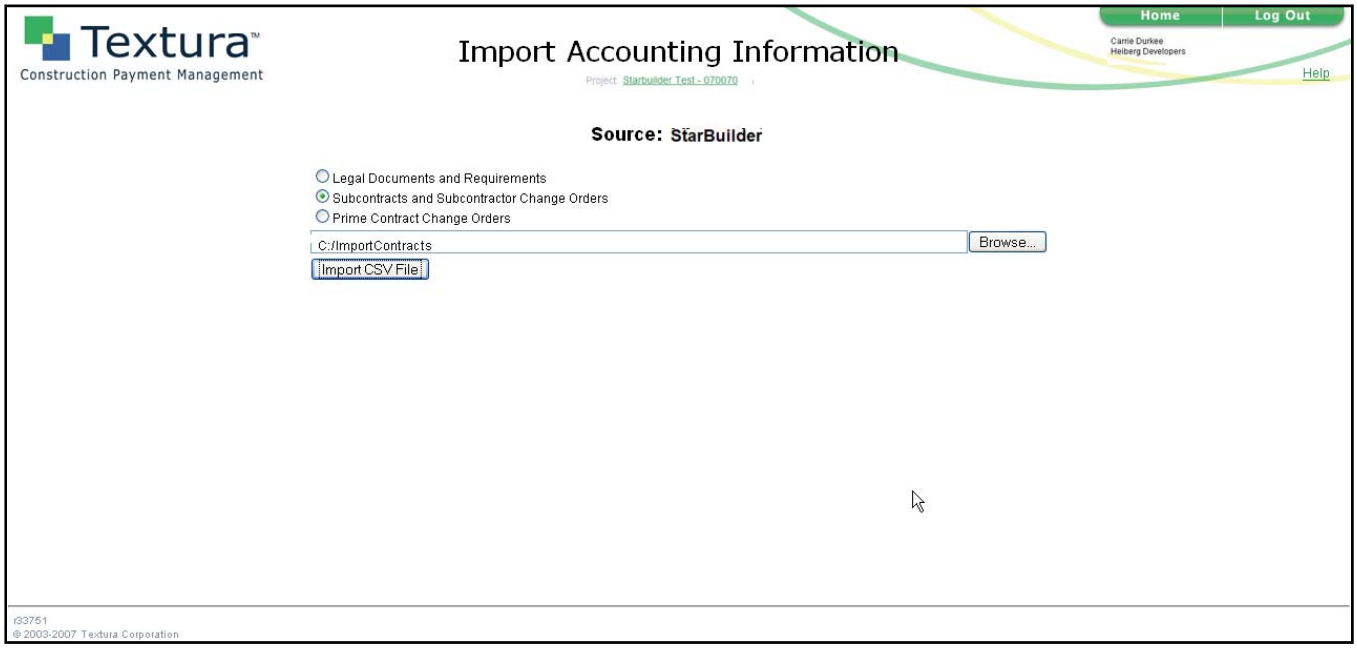
1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

The system displays the Import Accounting Information page.



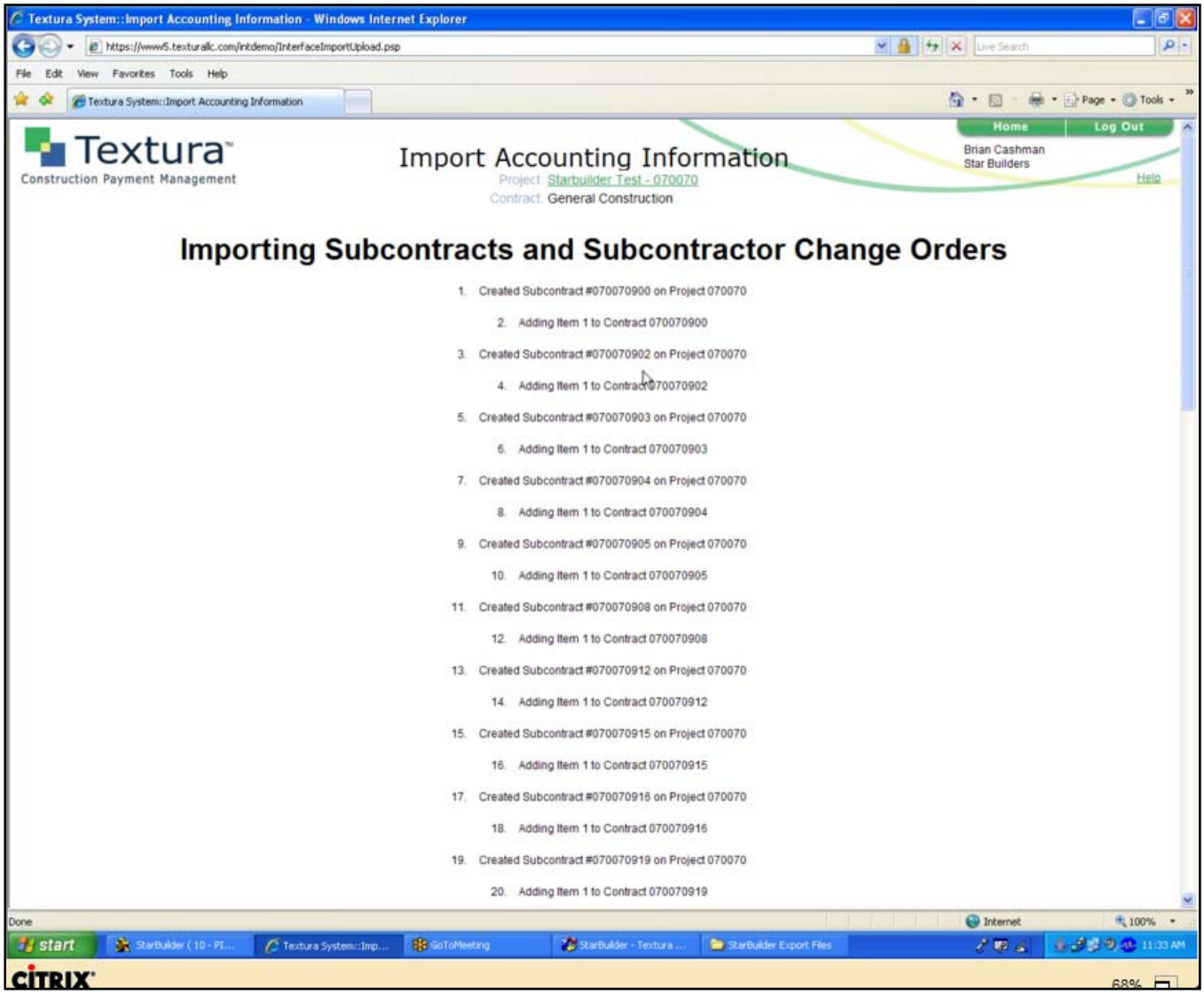
2. Click the Subcontracts and Subcontract Change Orders radio button.

3. *Click* **Browse** to locate the CSV file you want to import.



4. Click Import CSV File.

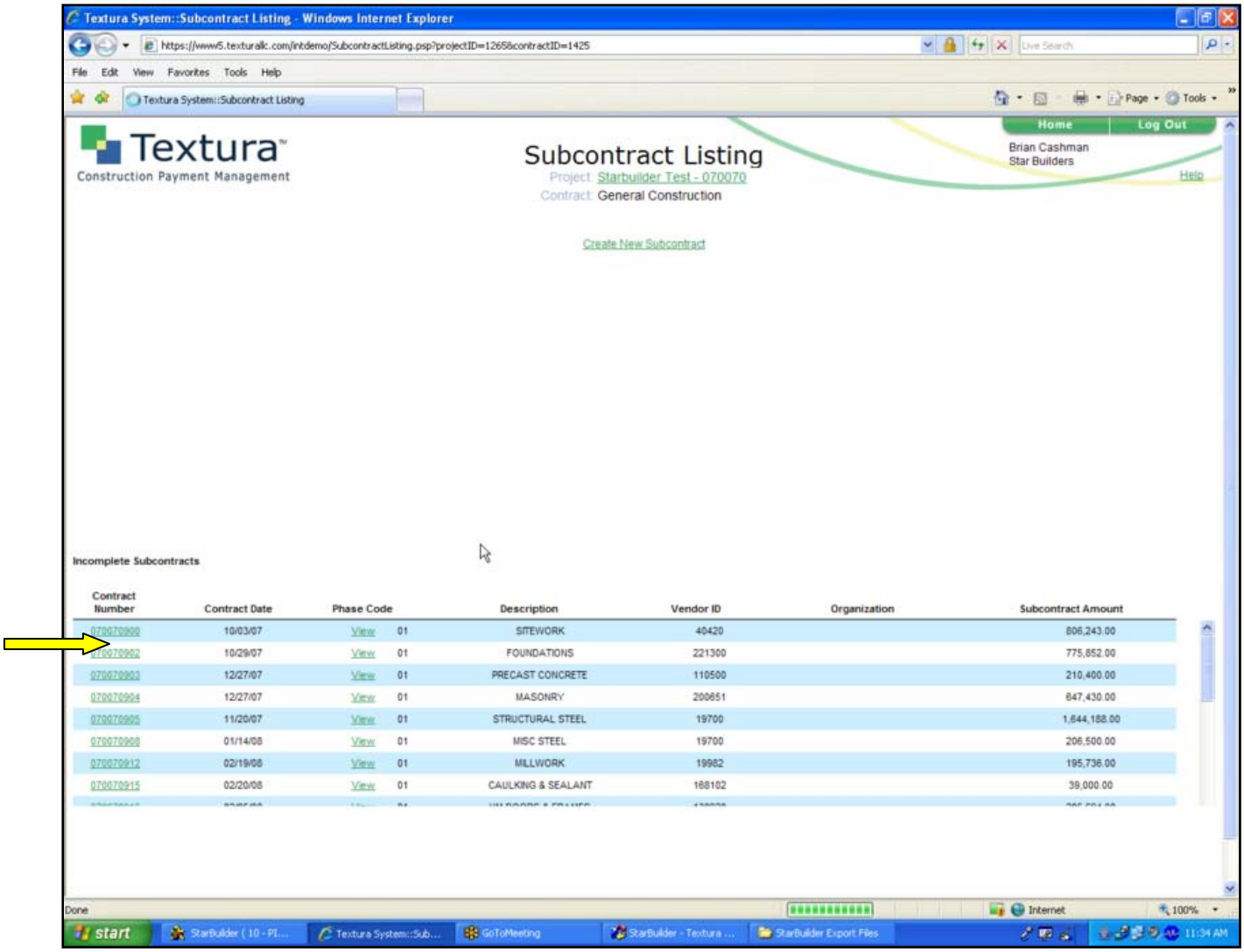
The system displays the Import Accounting Information screen with the results of the import.


Textura System::Import Accounting Information - Windows Internet Explorer
https://www5.texturallc.com/intdemo/InterfaceImportUpload.psp
File Edit View Favorites Tools Help
Textura System::Import Accounting Information
Textura
Construction Payment Management
Import Accounting Information
Project: Starbuilder Test - 070070
Contract: General Construction
Home
Log Out
Brian Cashman
Star Builders
Help
Importing Subcontracts and Subcontractor Change Orders
1. Created Subcontract #070070900 on Project 070070
2. Adding Item 1 to Contract 070070900
3. Created Subcontract #070070902 on Project 070070
4. Adding Item 1 to Contract 070070902
5. Created Subcontract #070070903 on Project 070070
6. Adding Item 1 to Contract 070070903
7. Created Subcontract #070070904 on Project 070070
8. Adding Item 1 to Contract 070070904
9. Created Subcontract #070070905 on Project 070070
10. Adding Item 1 to Contract 070070905
11. Created Subcontract #070070908 on Project 070070
12. Adding Item 1 to Contract 070070908
13. Created Subcontract #070070912 on Project 070070
14. Adding Item 1 to Contract 070070912
15. Created Subcontract #070070915 on Project 070070
16. Adding Item 1 to Contract 070070915
17. Created Subcontract #070070916 on Project 070070
18. Adding Item 1 to Contract 070070916
19. Created Subcontract #070070919 on Project 070070
20. Adding Item 1 to Contract 070070919
Done
Internet
100%
start
CITRIX

5. To view the Subcontracts added to the project, *click* the **SoV/Subcontracts** menu on the Project Home Page and select **Subcontract List**.

The system displays the Subcontract Listing page with the subcontracts.

Subcontracts will be imported as incomplete if the StarBuilder Vendor ID has not been previously assigned to a Textura Organization and the GC's SoV is more than one line.

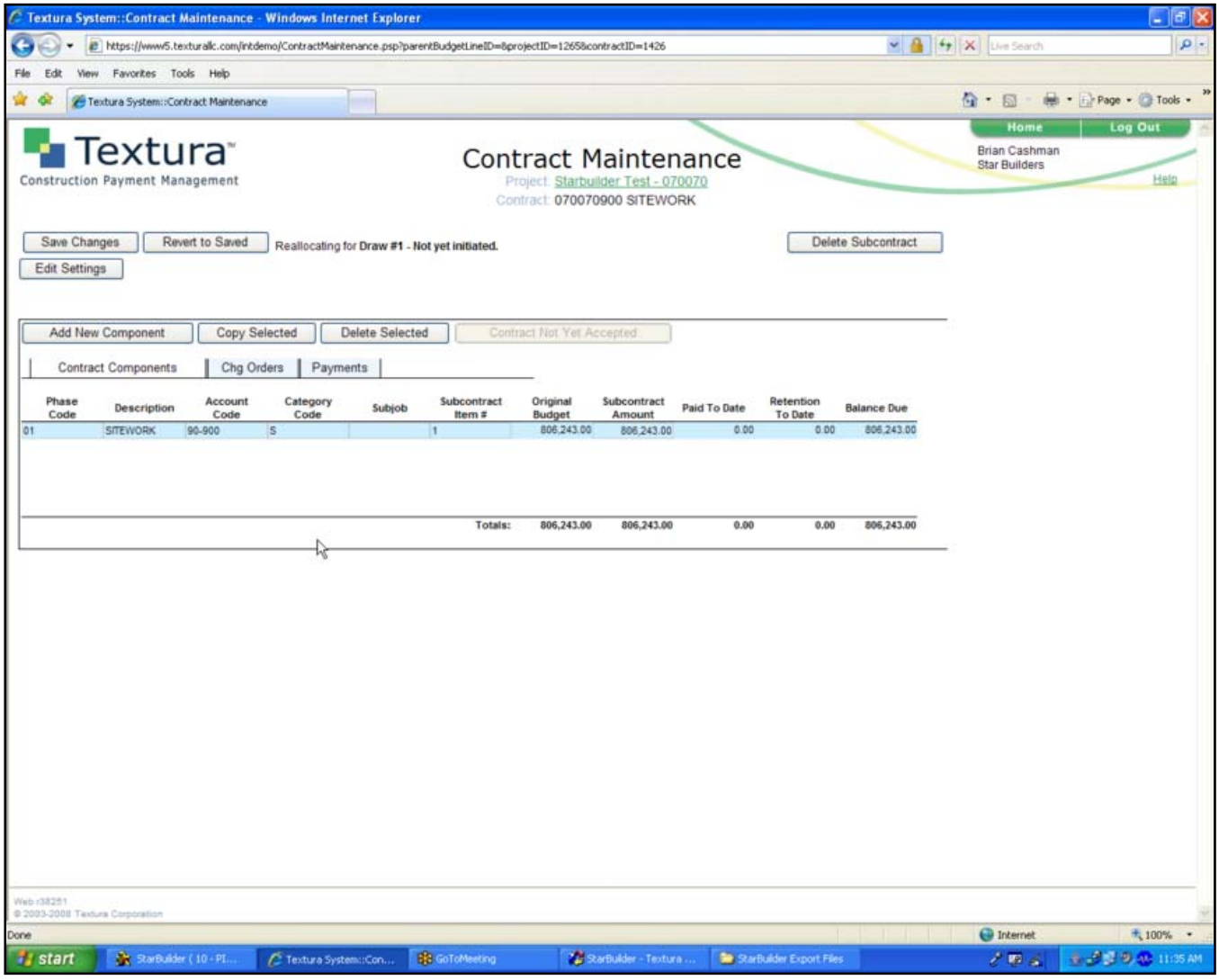


To complete the subcontracts,

6. Click the **Contract Number** link for each Incomplete Subcontract.

The system displays the Contract Maintenance page.

7. Click on the **Edit Settings** button.

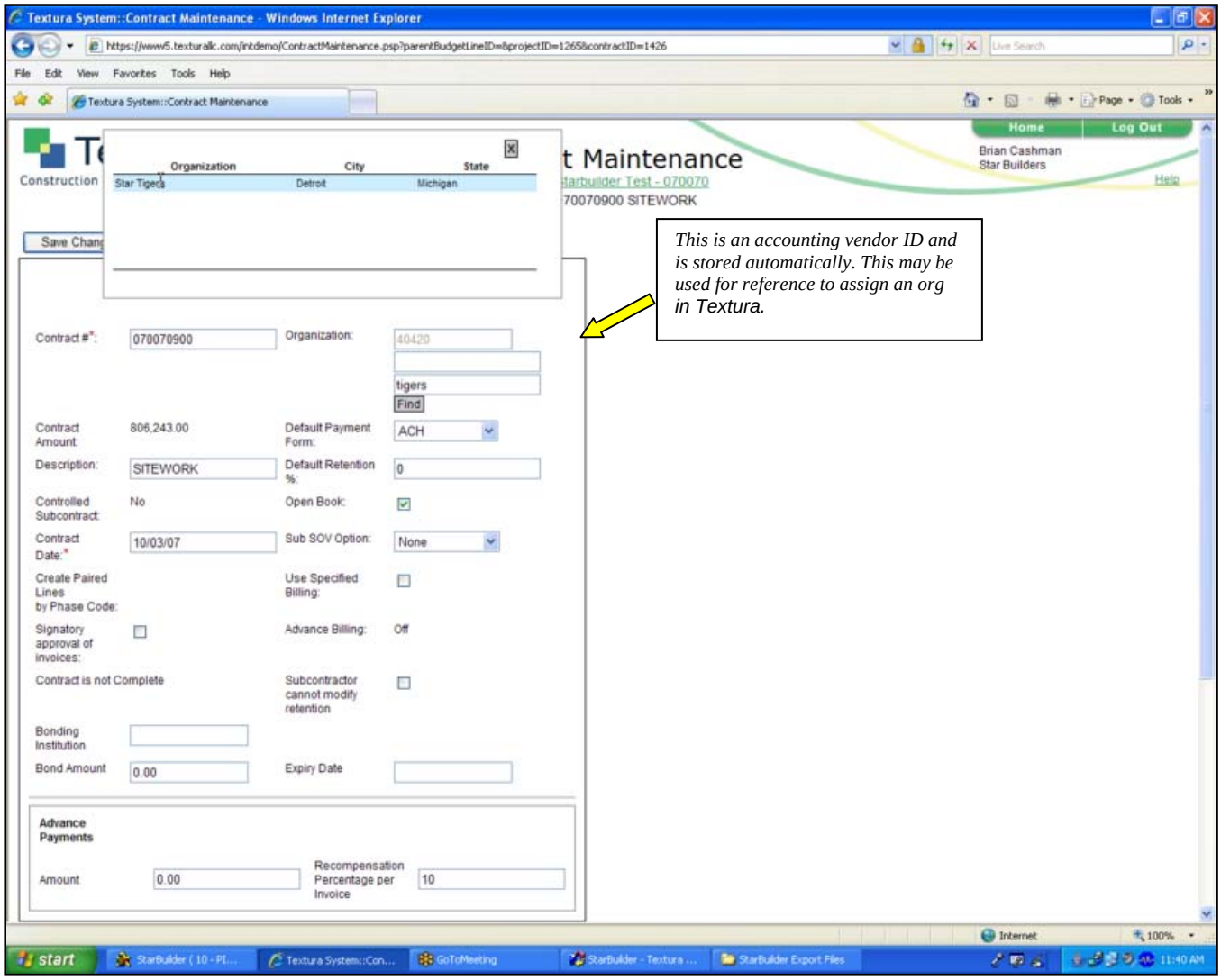


Note: The Account Code, Category Code, and Subcontract Item # fields are imported from StarBuilder. NEVER manually adjust these fields unless you are adding a new component. Please see step 10 below.

The system displays the Contract Maintenance Page:

8. Type in the Subcontractor's Company Name next to Organization; *click* the **Find** button.

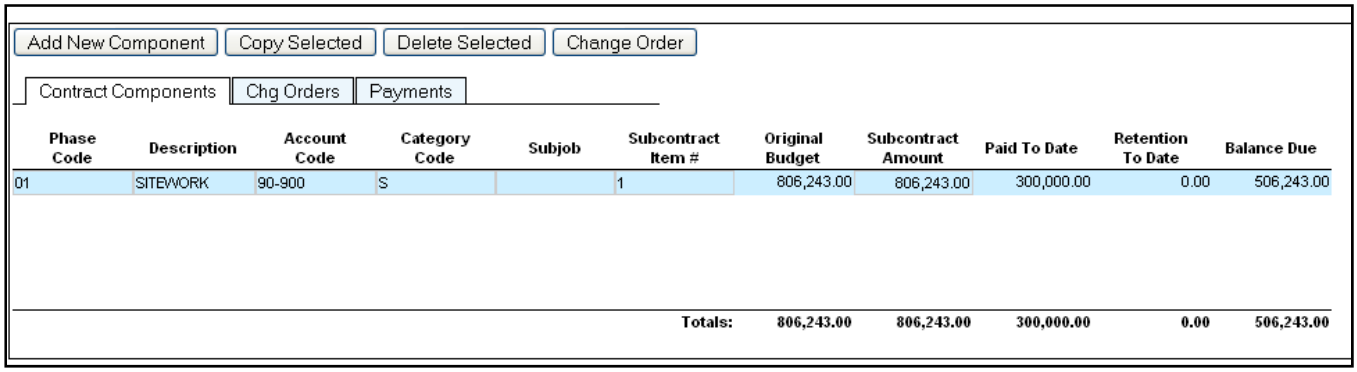
9. Select the proper subcontractor organization name, and the grey box above will auto-populate.



Note: You will only need to assign a subcontractor for a particular Vendor ID once. Textura will store the association between the Vendor ID and the subcontractor.

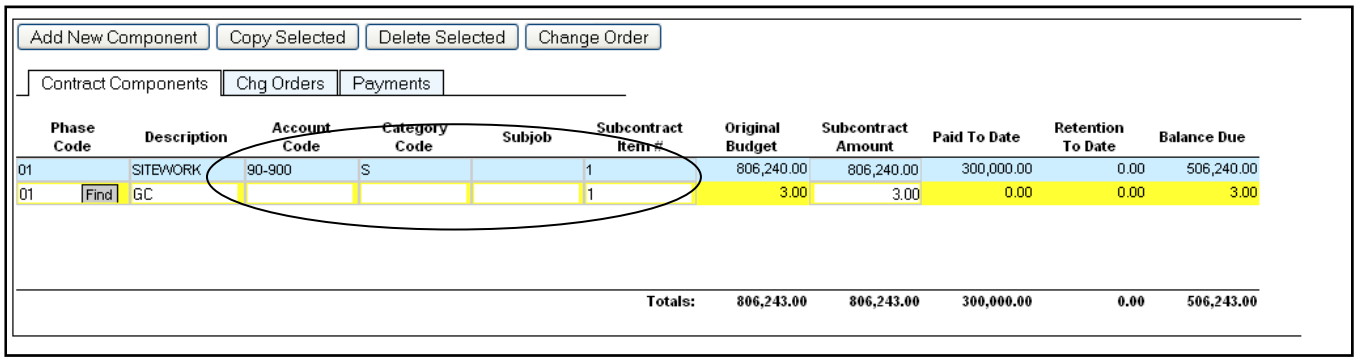
At the bottom of the screen is the contract component. Type in the **Phase Code** and **Description**; *click* **Save Changes** (Top of Screen)

If the GC's SoV is only one line, the **Phase Code** will automatically be assigned.



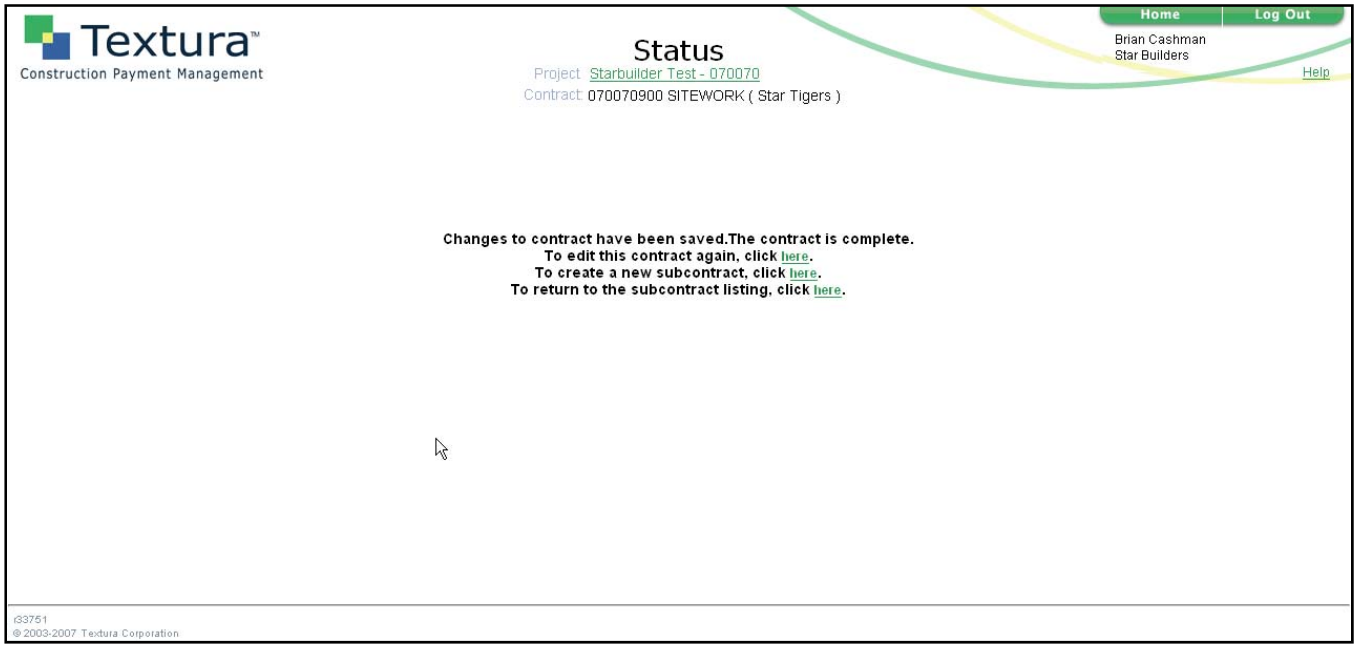
Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
01	SITEWORK	90-900	S		1	806,243.00	806,243.00	300,000.00	0.00	506,243.00
					Totals:	806,243.00	806,243.00	300,000.00	0.00	506,243.00

10. If adding additional contract components in Textura for billing purposes, the interfaced component amount must be allocated to the new components and the Account Code, Category Code, and Subcontract Item # fields must match the original component's information exactly.



Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
01	SITEWORK	90-900	S		1	806,240.00	806,240.00	300,000.00	0.00	506,240.00
01 Find	GC				1	3.00	3.00	0.00	0.00	3.00
					Totals:	806,243.00	806,243.00	300,000.00	0.00	506,243.00

The system displays the Status message notifying you that Changes to the contract have been saved and the contract is complete.



To complete another incomplete subcontract, click the appropriate link in the Status page.

Repeat steps 6 through 10 for each incomplete subcontract.

When finished, return to your Project Home Page.

Note: If the Vendor ID has been previously assigned, and the SoV is one line, the subcontract will be imported as complete.

Note: Textura will store the Vendor ID and will assign the appropriate Organization the next time the Vendor is imported.

C. Import Subcontract Change Orders into Textura

Note: * This is available at an Organization-Wide Level see Organization-Wide Documentation

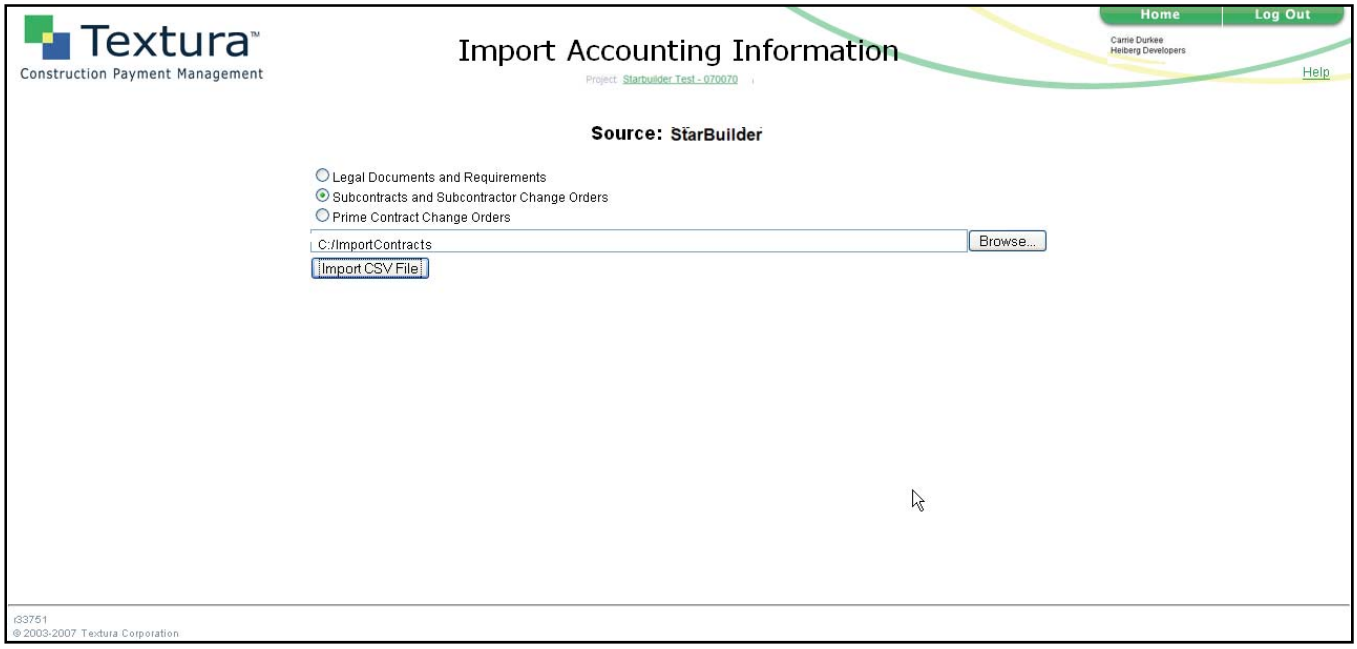
If the import file contains a Subcontract Change Order that already exists in Textura, Textura will ignore the import record.

To import Subcontract Contract Change Orders into Textura,

1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

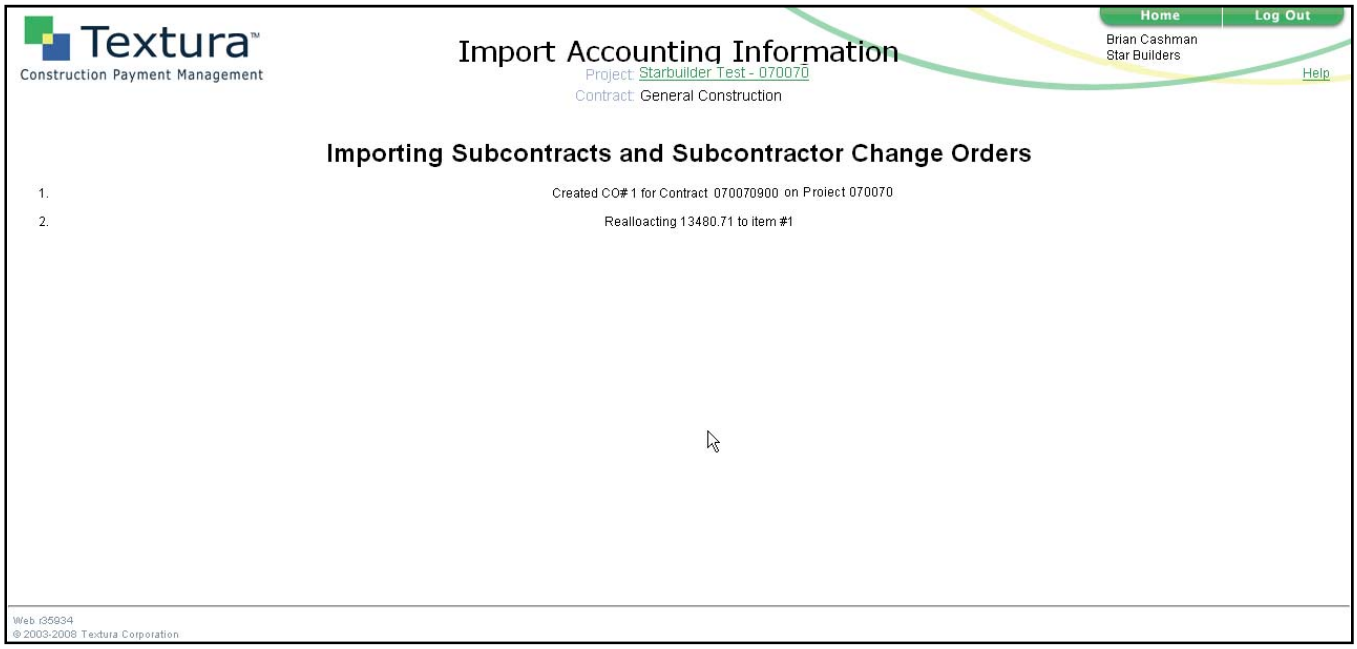
The system displays the Import Accounting Information page.

2. *Click* the Subcontracts and Subcontractor Change Orders radio button.
3. *Click* **Browse** to locate the CSV file you want to import.

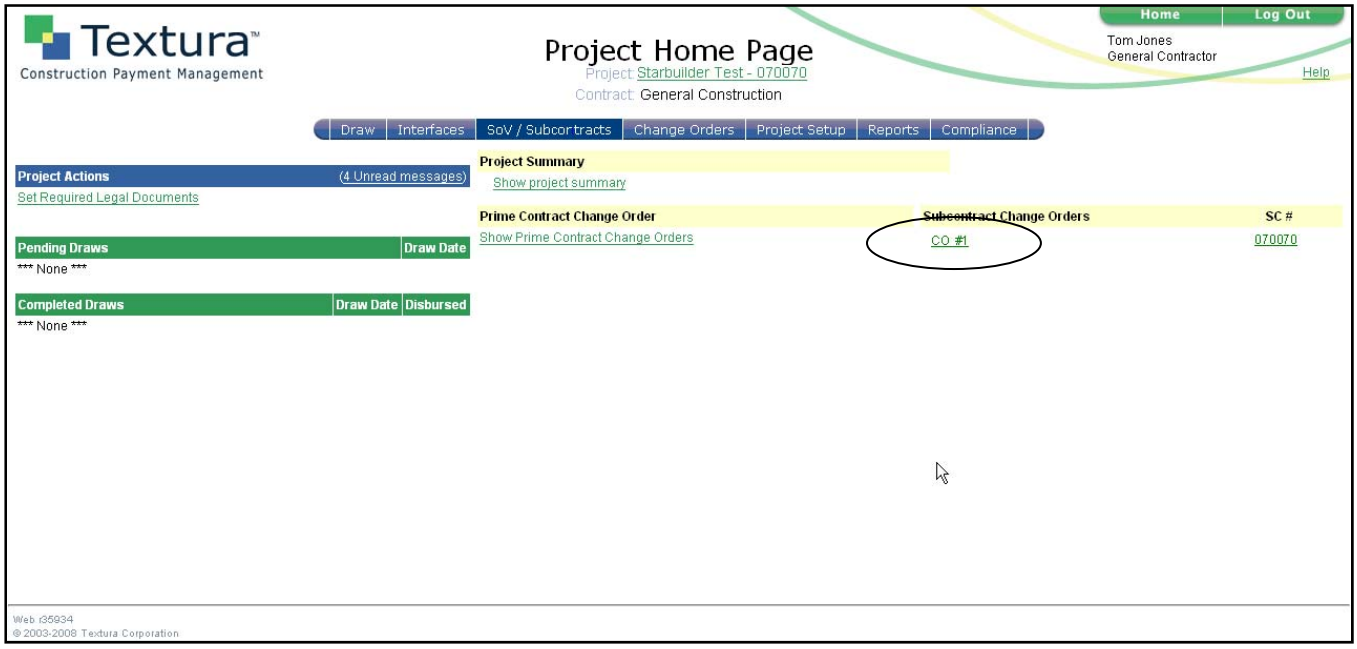


4. *Click* **Import CSV File**.

The system displays the Status page notifying you that Subcontract Change Orders have been imported.



5. Return to the Project Home Page and you can view the imported Subcontract Contract Change Orders.



The Subcontractor will need to allocate the Change Order(s). There is no further action for the General Contractor.

D. Import Legal Document Requirements into Textura

Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

I. Overview

- Each time the legal document import is run; all status data for each subcontractor relative to the compliance documents stored in StarBuilder will be refreshed with the data in the import file. The status for each legal document is as follows:
- If there is no information regarding the requirement for the subcontractor, the status is set to "Not received."
- If there is an existing record for the requirement for the subcontractor that has a status of "Not Applicable," the status will remain at "Not Applicable."
- If information is supplied for a particular requirement for a subcontractor, the status should be set to "Received."
- The first time a project is included in the import file, Textura will automatically add the compliance document requirements exported out of StarBuilder to that project .Enforcement will be set to **"Advise Only**" for all requirements and "**Track Expiration**" will be turned on only if there are expiration dates in the export file.

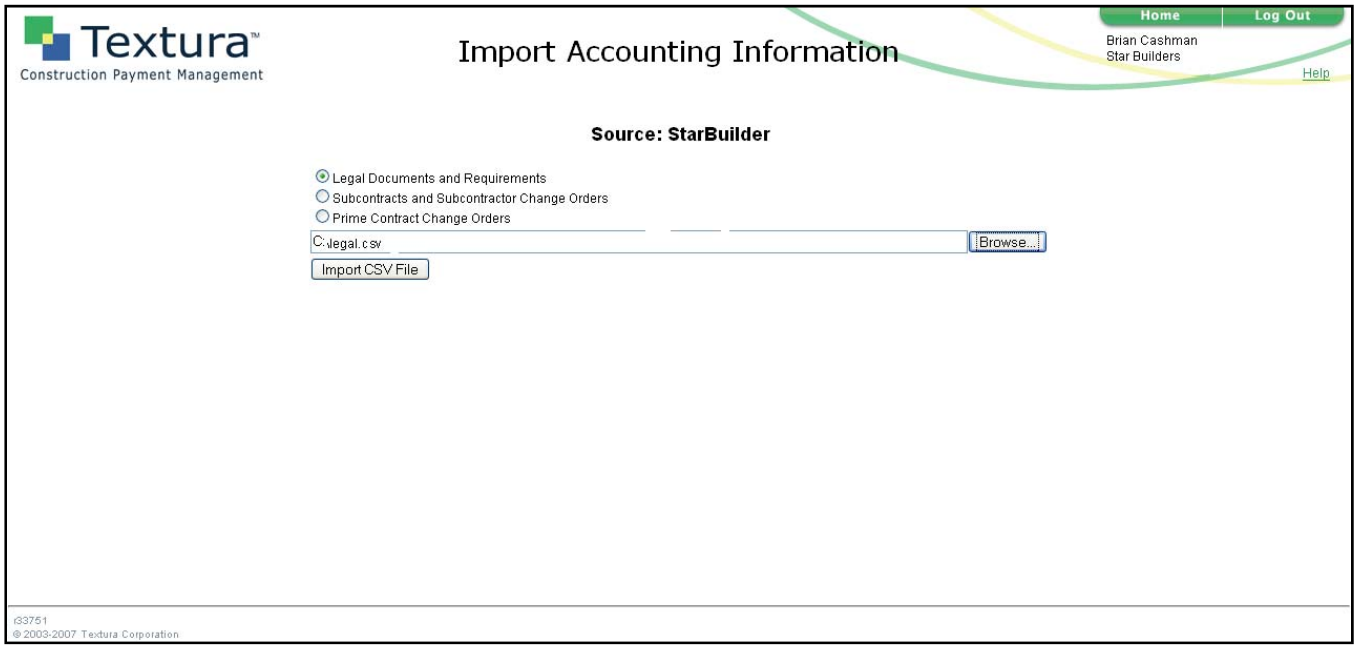
II. Importing Legal Documents and Requirements

To import Legal Documents and Requirements into Textura,

1. From the Project Home Page, *click* the **Interfaces** menu and select **Import Accounting Information**.

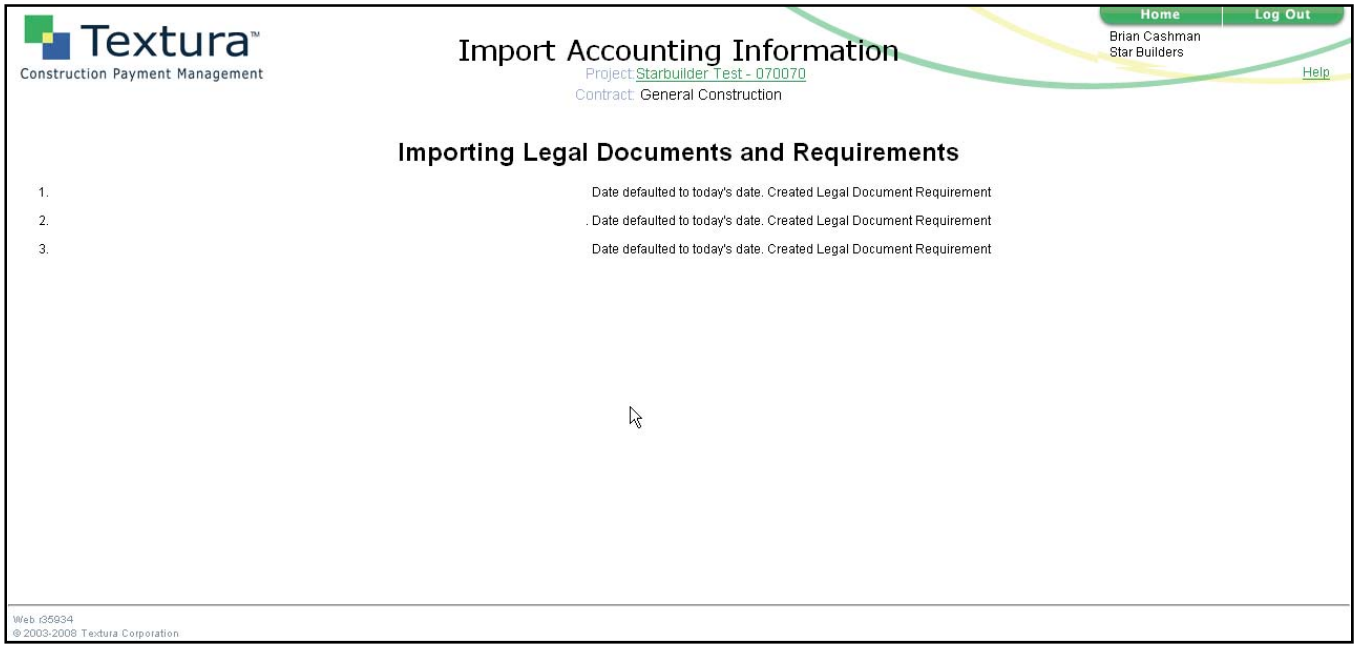
The system displays the Import Accounting Information page.

2. *Click* the Legal Documents and Requirements radio button.
3. *Click* **Browse** to locate the CSV file you want to import.



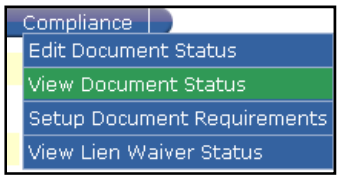
4. *Click* Import CSV File.

The system displays the Status page notifying you that legal documents and requirements have been imported

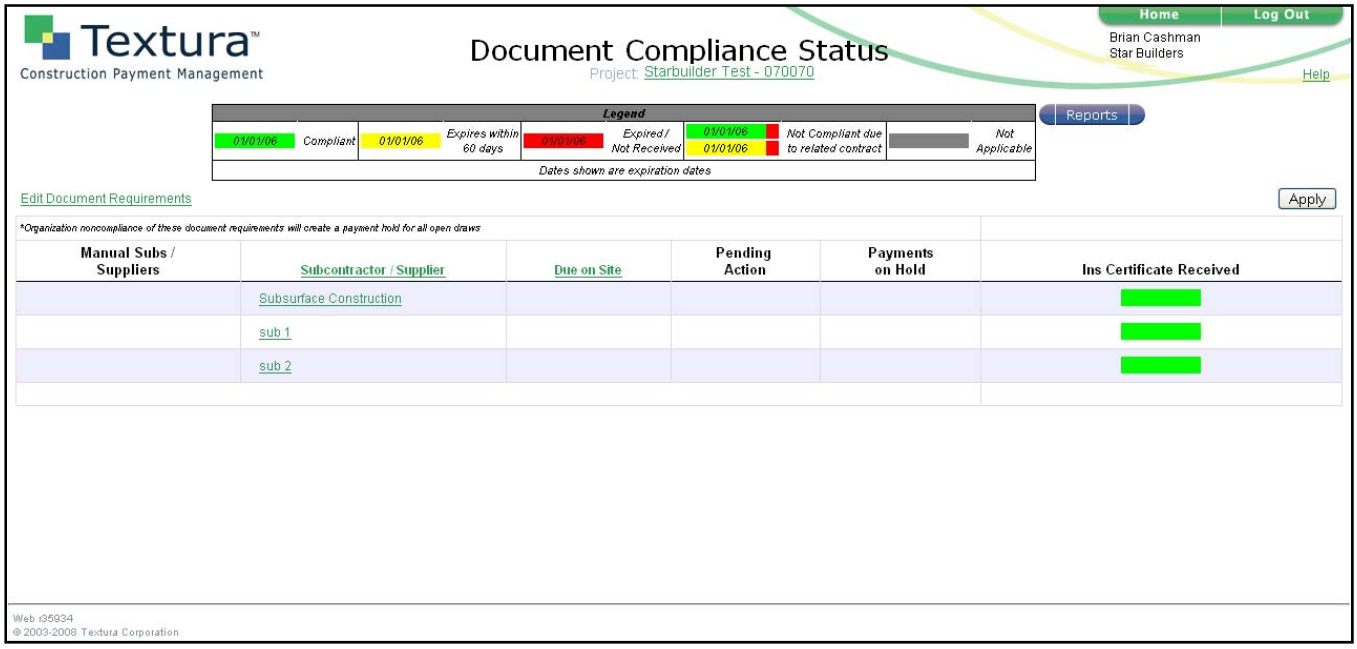

Textura
Construction Payment Management
Import Accounting Information
Project: Starbuilder Test - 070070
Contract: General Construction
Home
Log Out
Brian Cashman
Star Builders
Help
Importing Legal Documents and Requirements
1. Date defaulted to today's date. Created Legal Document Requirement
2. Date defaulted to today's date. Created Legal Document Requirement
3. Date defaulted to today's date. Created Legal Document Requirement
Web r35934
© 2003-2008 Textura Corporation

To verify legal documents were imported,

1. From the Project Home Page, *click* the **Compliance** menu and select **View Document Status**.

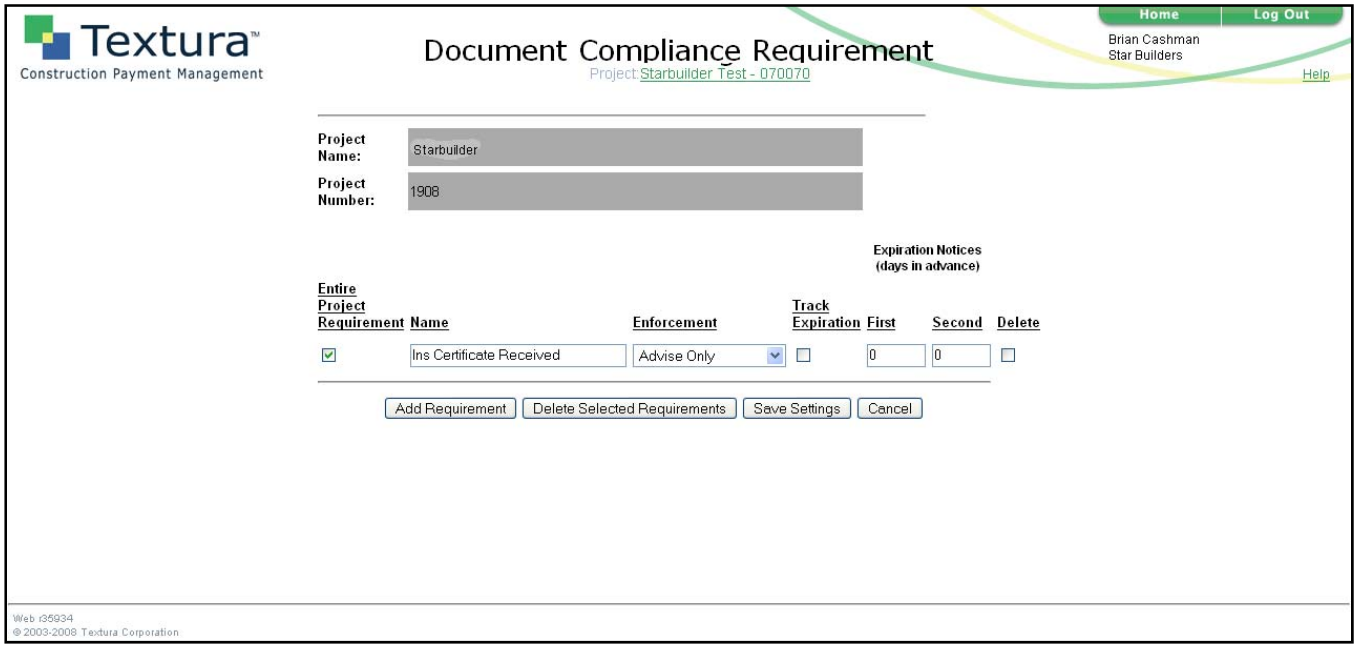


The system displays the Legal Document Status page, which identifies the imported legal documents and their status.

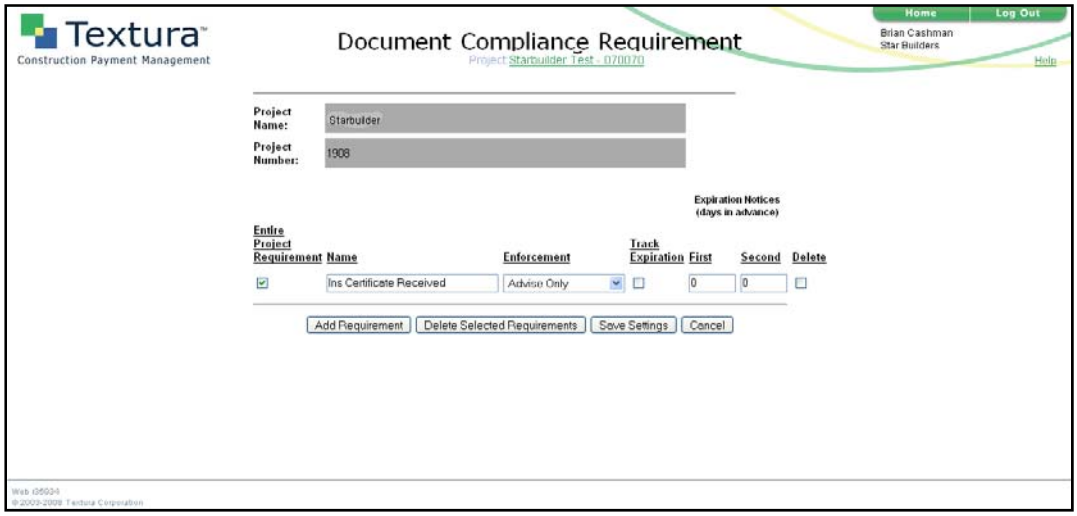


2. *Click* the Subcontractor link to view the document detail.

   The system displays the Legal Document View page listing the documents that were imported for the subcontractor. The Status, ID #, and dates are populated with the import information.



3. To edit legal document requirements, return to the Legal Document Status page and *click* **Edit Legal Document Requirements**.



4. When finished, return to your Project Home Page.

5 Export Subcontractor Invoices from Textura

Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

Introduction

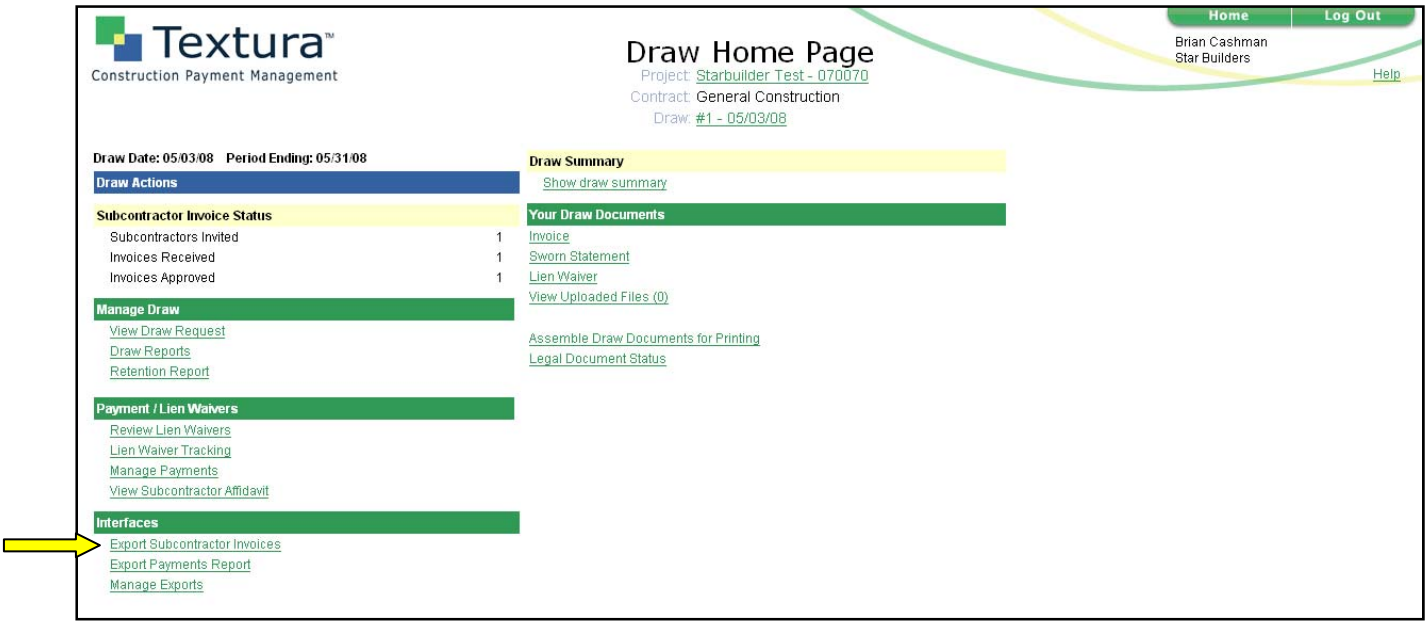
Vendors/subcontractors will enter invoices in Textura. After approved by the general contractor in Textura, invoices are exported to StarBuilder. Imported records with duplicate invoice numbers (invoice number already exists for a vendor) will be rejected by StarBuilder.

A. Export invoices from Textura

To export invoices from Textura,

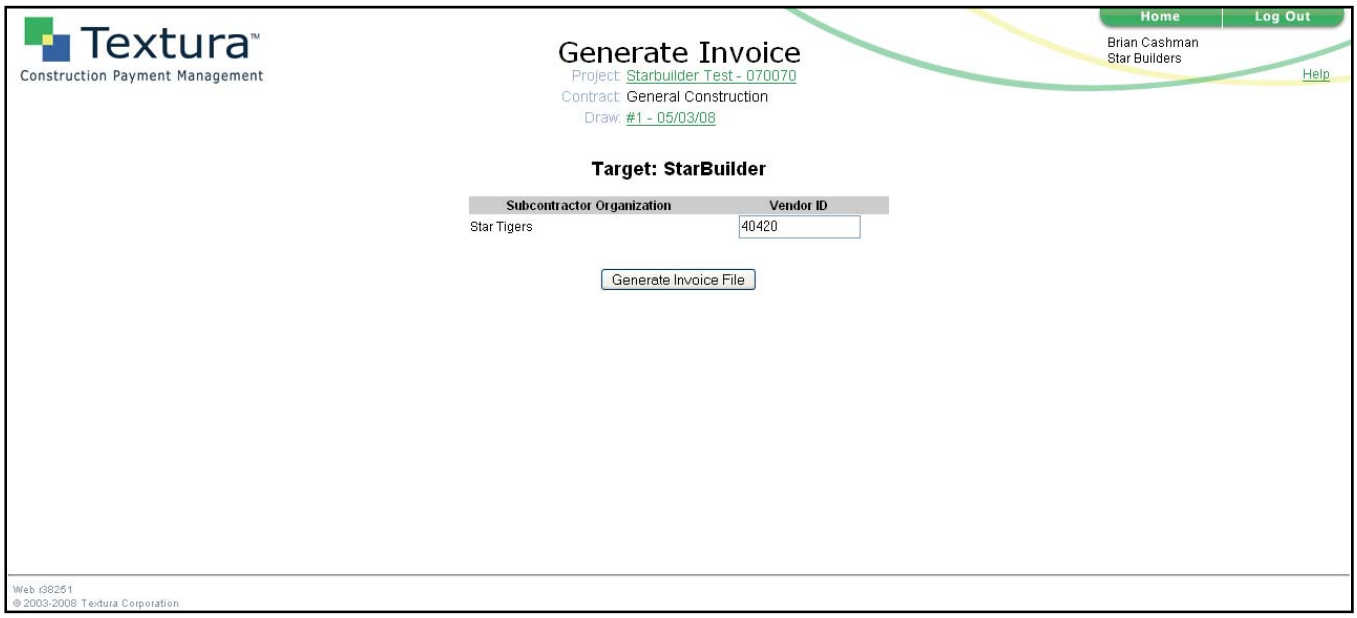
1. From the Project Home Page, click on the Draw Number link to take you to the Draw Home Page.

The system displays the Draw Home Page:



2. *Click* Export Subcontractor Invoices.

The system displays the Generate Invoice page.

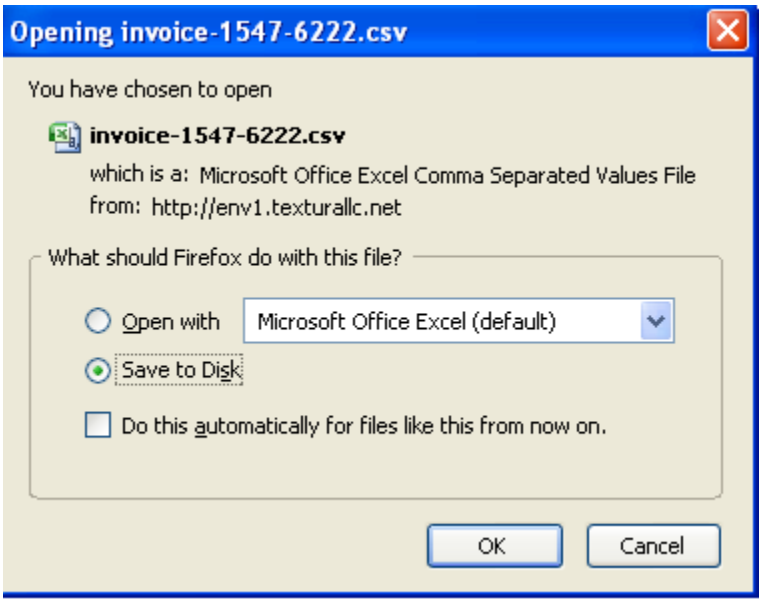


3. *Click* Generate Invoice File.

The system displays the Invoice Report page showing the Vendor, Invoice Number, Date and Amount contained in the invoice export file.

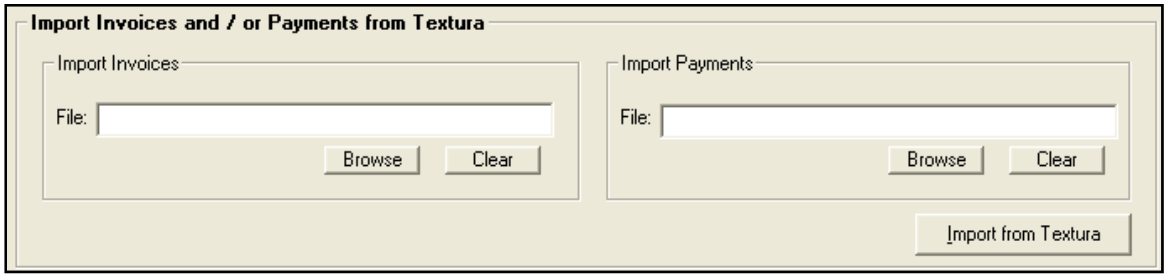
5. *Click* the **Download CSV File** button.

6. *Click* Save to Disk and then OK

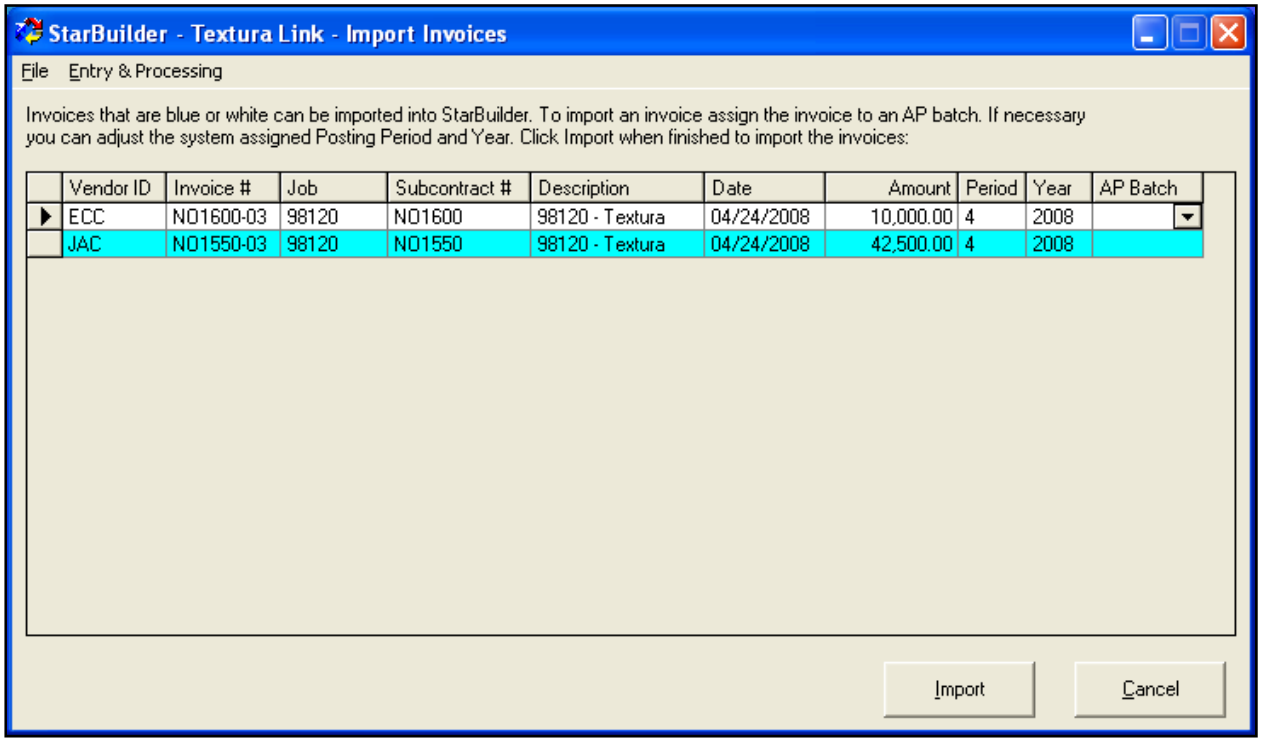

Opening invoice-1547-6222.csv
You have chosen to open
invoice-1547-6222.csv
which is a: Microsoft Office Excel Comma Separated Values File
from: http://env1.texturallc.net
What should Firefox do with this file?
Open with
Microsoft Office Excel (default)
Save to Disk
Do this automatically for files like this from now on.
OK
Cancel

B. Import Textura invoices into StarBuilder

To alleviate the need to re-enter invoices in StarBuilder, a file containing the subcontractor invoice information for a draw is imported into StarBuilder.



- Invoices and Payments from Textura may be imported either individually or at the same time.
- To import Invoices click the Browse button in the “Import Invoices” frame and select the file containing the invoices and/or to import Payments click the Browse button in the “Import Payments” frame and select the file containing the payments.
- If you’ve opted to import invoices and payments then the Import Invoices window will be the first to display.



- Background colors on the grid cycle between white and light blue for readability. If there is a problem with an invoice then that invoice will appear in yellow and when you select it an explanation of the error message will appear in the lower left hand corner of the window.

- You can manually adjust the Posting Period and Posting Year of the invoice by clicking into the appropriate columns and overwriting the default values. The default values are determined by looking at the month and year of the invoice in question.

- To import an invoice you must click the drop down box in the AP Batch field and select the Accounts Payable Invoices batch where you would like the invoice added. You can create new Accounts Payable Invoice batches by clicking the “Entry & Processing” menu and selecting “Create AP Invoices Batch…”.

- When selecting a batch the Posting Period and Year for the invoice must match the Posting Period and Year for the selected AP Invoices batch. If the two don’t match you will be prompted if you would like to adjust the Posting Period and Year of the invoice to match the Posting Period and Year of the batch. If you decline you will not be

allowed to import the invoice into the batch you have selected and you will have to select a different batch if you want to import the invoice in question.

- If the Posting Period and Posting Year of the invoice match the Posting Period and Year of the AP Invoices batch the system will ask if you would like to set all invoices that have the same Posting Period and Year to the AP Invoices batch that you have selected. If you agree then all invoices with the Posting Period and Year in question will be adjusted to be imported into the AP Invoices batch that you've selected.

- You have the ability to change the Posting Period, Posting Year and AP Batch of any invoice on the grid at any time including deleting the AP Batch to prevent a particular invoice from being imported.

- To import all invoices that have been assigned a batch click the "Import" command button. You will be notified when the import is complete. If you have only chosen to import invoices then you will be returned to the Main Program window but if you've also selected to import payments then you'll be redirected to the Import Payments window.

- Once the invoices have been imported you must Release and then System Update the AP Invoices batch or batches in question within StarBuilder to complete the process.

6 Exporting subcontractor/vendor payouts from Textura

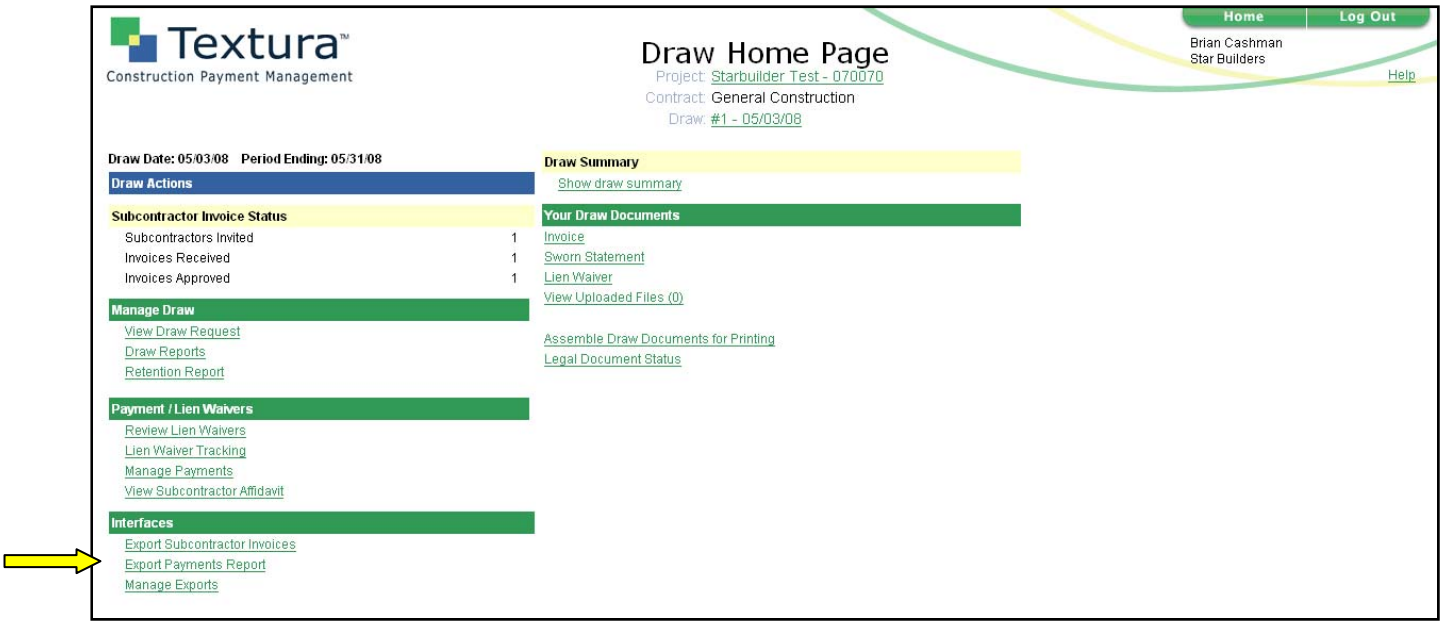
Note: *This is available at an Organization-Wide Level see Organization-Wide Documentation

Introduction

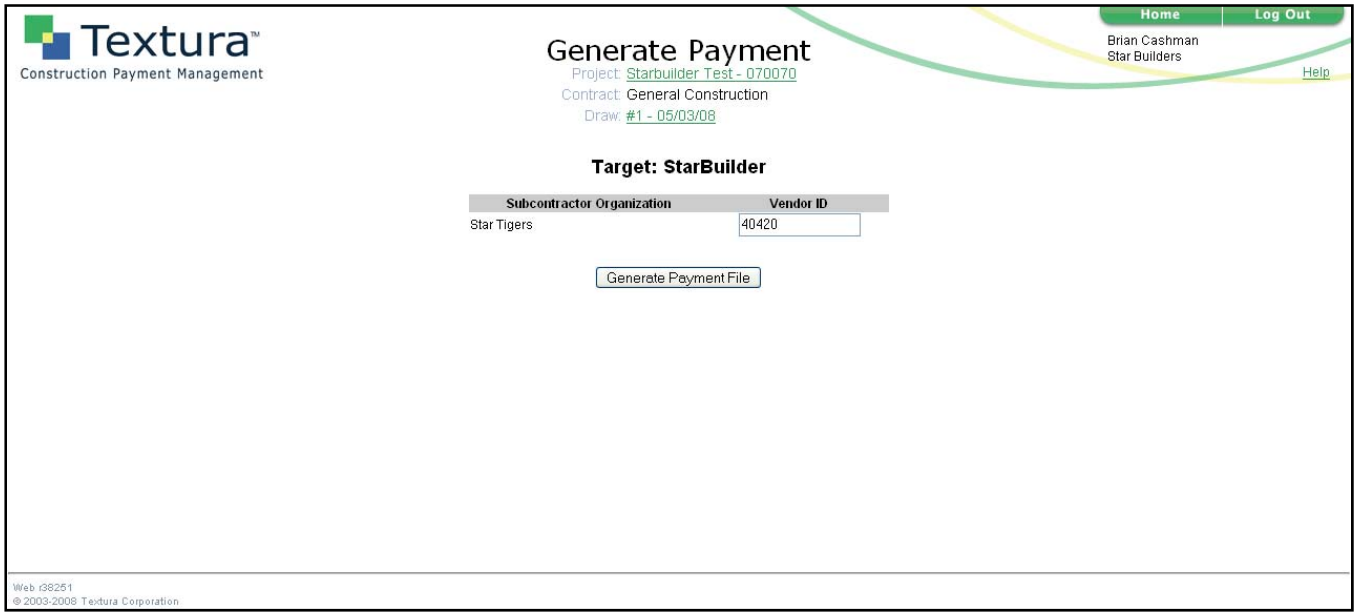
Payments are authorized and disbursed in Textura. Funds MUST be disbursed for payment before they are available to export.

A. Export Payments from Textura:

1. From the Draw Homepage, click the **Export Payment Report** link under the **Interfaces** heading:



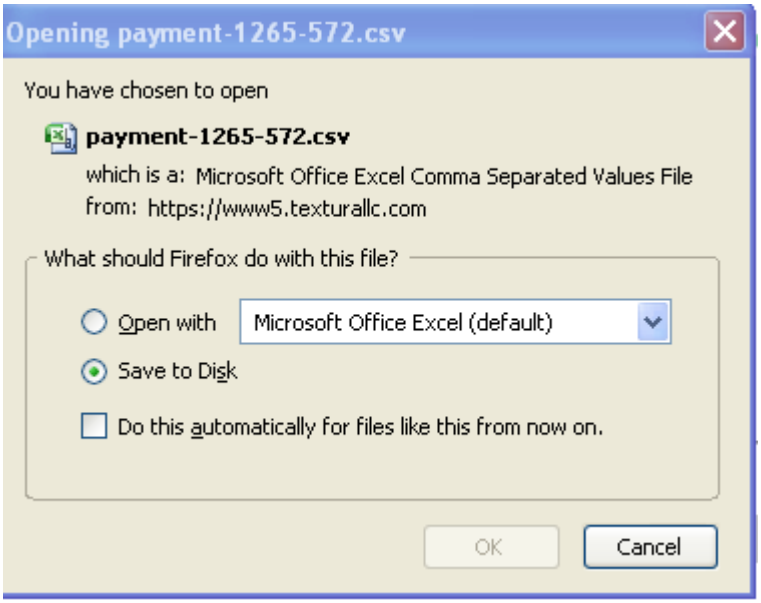
2. The Generate Payment page is displayed, listing the Subcontractors and their Vendor IDs. Click the **Generate Payment File** button.



3. The Payment Report Page is displayed. Click the **Download CSV File** Button.

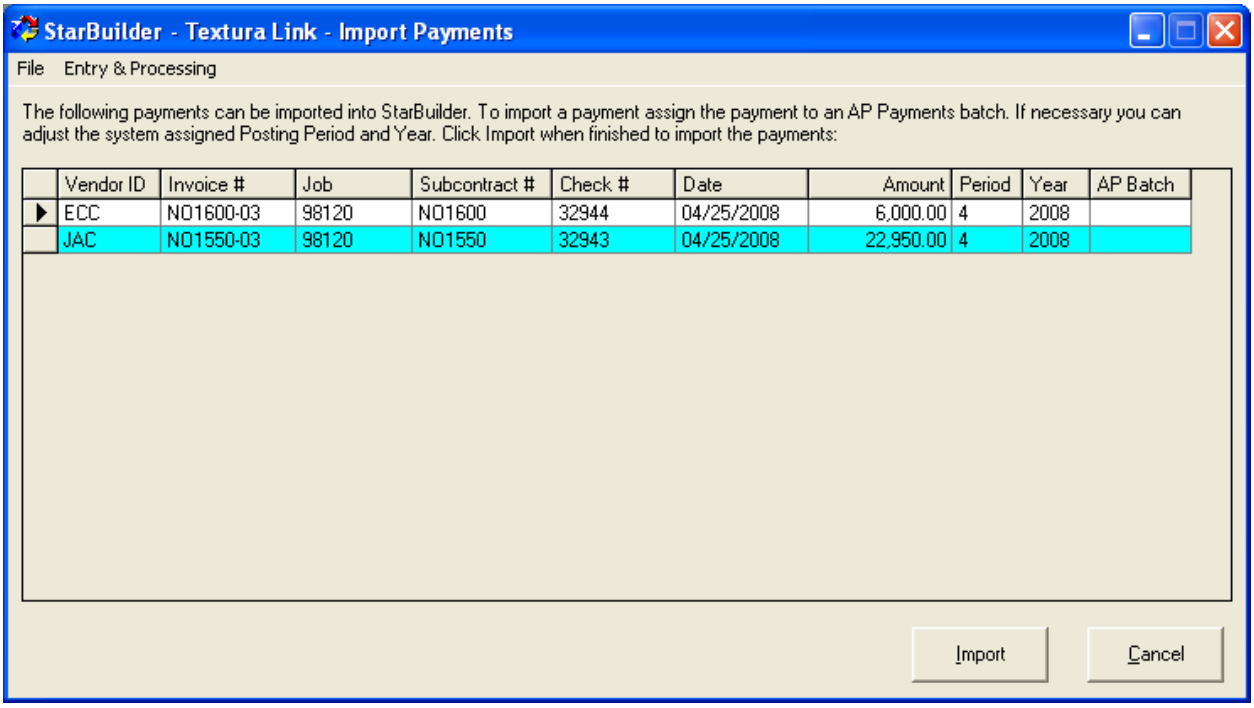
The Payment Report displays the Vendor, Draw Number, ACH Check Number, Payment Date and Amounts included in the export.

4. Save the file


Opening payment-1265-572.csv
You have chosen to open
payment-1265-572.csv
which is a: Microsoft Office Excel Comma Separated Values File
from: https://www5.texturallc.com
What should Firefox do with this file?
Open with
Microsoft Office Excel (default)
Save to Disk
Do this automatically for files like this from now on.
OK
Cancel

B. Import Textura payments into StarBuilder

If you've opted to import payments then you'll see the following window.


StarBuilder - Textura Link - Import Payments
File
Entry & Processing
The following payments can be imported into StarBuilder. To import a payment assign the payment to an AP Payments batch. If necessary you can adjust the system assigned Posting Period and Year. Click Import when finished to import the payments:
Vendor ID | Invoice # | Job | Subcontract # | Check # | Date | Amount | Period | Year | AP Batch
ECC | NO1600-03 | 98120 | NO1600 | 32944 | 04/25/2008 | 6,000.00 | 4 | 2008
JAC | NO1550-03 | 98120 | NO1550 | 32943 | 04/25/2008 | 22,950.00 | 4 | 2008
Import
Cancel

- Background colors on the grid cycle between white and light blue for readability. If there is a problem with a payment then that payment will appear in yellow and when you select it an explanation of the error message will appear in the lower left hand corner of the window.

- You can manually adjust the Posting Period and Posting Year of the payments by clicking into the appropriate columns and overwriting the default values. The default values are determined by looking at the month and year of the payment in question.

- To import a payment you must click the drop down box in the AP Batch field and select the Accounts Payable Payments batch where you would like the payments added. You can create new Accounts Payable Payments batches by clicking the "Entry & Processing" menu and selecting "Create AP Payments Batch…".

- When selecting an AP Payments batch the Posting Period and Year for the payment must match the Posting Period and Year for the selected AP Payments batch. If the two don't match you will be prompted if you would like to adjust the Posting Period and Year of the payment to match the Posting Period and Year of the batch. If you decline you will not be allowed to import the payment into the batch you have selected and you will have to select a different batch if you want to import the payment in question.

- If the Posting Period and Posting Year of the payment match the Posting Period and Year of the AP Batch the system will ask if you would like to set all payments that have the same Posting Period and Year as the payment in question to the same AP Payments batch that you have selected. If you agree then all payments with the Posting Period and Year in question will be adjusted to be imported into the same AP Payments batch that you've selected.

- You have the ability to change the Posting Period, Posting Year and AP Payments batch of any payment on the grid at any time including deleting the AP Payments batch to prevent a particular payment from being imported.

- To import all payments that have been assigned a batch click the "Import" command button. You will be notified when the import is complete then you will be returned to the Main Program window.

- Once the payments have been imported you must Release and then System Update the AP Payments batch or batches in question within StarBuilder to complete the process.

Textura™
Construction Payment Management

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